

**CITY OF SHOREVIEW  
MINUTES  
REGULAR CITY COUNCIL MEETING  
November 19, 2012**

**CALL TO ORDER**

Mayor Martin called the regular meeting of the Shoreview City Council to order at 7:00 p.m. on November 19, 2012.

**PLEDGE OF ALLEGIANCE**

The meeting opened with the Pledge of Allegiance.

**ROLL CALL**

The following members were present: Mayor Martin; Councilmembers Huffman, Quigley, Wickstrom and Withhart.

**APPROVAL OF AGENDA**

MOTION: by Councilmember Wickstrom, seconded by Councilmember Huffman to approve the November 19, 2012 agenda as amended.

VOTE:                      Ayes - 5                      Nays - 0

**PROCLAMATIONS AND RECOGNITIONS**

There were none.

**CITIZEN COMMENTS**

**Mr. Lee Poppe**, Shoreview-Einhausen Sister City Association (SESCA), stated that August 8 to 26, 2013, SESCO will sponsor a trip to Germany, including a one-week stay in Einhausen. All Councilmembers are encouraged to go. On Sunday, December 2, 2012, at 4:00 p.m., there will be an informational meeting at the Community Center. There is also more information on the SESCO website and in the latest issue of *ShoreViews*.

**COUNCIL COMMENTS**

**Mayor Martin:**

The Shoreview Community Foundation will hold its annual dinner on Thursday, December 6, 2012, at 6:00 p.m. in the Shoreview Community Room. The keynote speaker will be Dan Brooks, son of hockey coach Herb Brooks, who will speak about building community. All are invited to attend. A donation is requested.

The Shoreview Northern Lights Variety Band concert will be Saturday, December 8, 2012, at Bethel Great Hall at Bethel University. This is a great evening of music. Tickets are \$10, which can be purchased at City Hall or through the band's website.

There is tree trimming occurring in south central Shoreview to facilitate snow plowing this winter.

Earlier this evening, there was a tree lighting ceremony for the Commons area. Those who attended enjoyed music from the choirs at Turtle Lake School and Oak Hill Montessori School.

**Councilmember Wickstrom:**

Thank you to Mayor Martin and Councilmember Huffman for providing dessert treats and helping at the Beyond the Yellow Ribbon fundraiser on December 12, 2012. This will be a monthly event at White Bear VFW, on the second Monday.

Attended a League of Minnesota Cities meeting recently. Election reforms are being considered, including allowing early voting.

**Councilmember Huffman:**

Thank you to City staff for their work getting 87% of eligible voters in Shoreview to the polls.

**CONSENT AGENDA**

MOTION: by Councilmember Wickstrom, seconded by Councilmember Huffman to approve the Consent Agenda, for November 19, 2012, and all relevant resolutions for all item Nos. 1 through 11:

1. November 5, 2012 City Council Meeting Minutes
2. Receipt of Committee/Commission Minutes -
  - Park and Recreation Commission, September 27, 2012
  - Economic Development Authority, October 8, 2012
  - Planning Commission, October 23, 2012
3. Monthly Reports -
  - Administration
  - Community Development
  - Finance
  - Public Works
  - Park and Recreation
4. Verified Claims in the Amount of \$946,132.15
5. Purchases
6. License Applications
7. Developer Escrow Reduction
8. Cumberland Street Water Assessment

9. Change Order #2 - Floral Drive/County Road F/Demar, CP 12-01
10. Establish Project and Order Preparation of Feasibility Study for Gaston/Grove/St. Albans Neighborhood - Water Main Extension, CP 13-03
11. 2nd Amendment to Tax Increment Financing Development Agreement Phase II - Red Fox Road Retail Project (Venture Pass Partners, LLC)

VOTE:                      Ayes - 5                      Nays - 0

## **PUBLIC HEARING**

### **WELL HEAD PROTECTION PLAN, PART II**

#### **Presentation by Public Works Director Mark Maloney**

The State Wellhead Protection Rules require that the City complete its Wellhead Protection Plan Part 2. He introduced Nancy Zigler, Engineer from the WSB engineering firm who will give a presentation to the Council. John Freytag is also present from the Minnesota Department of Health, which oversees the Wellhead Protection Plan.

**Ms. Zigler** stated that the goal of the Plan is to protect ground water from contamination. Part I was completed almost two years ago. The Part I Plan completed the following: 1) delineated the Wellhead Protection area; 2) identified the Drinking Water Source Management Area (DWSMA); and 3) completed the well and aquifer vulnerability assessment. The Plan was approved by the Department of Health. The ground water in Shoreview generally flows from the northeast to the southwest.

Part II is to take the information from Part 1 to prepare a management plan. Evaluations will be made of physical environmental elements; land use; public utilities and water quantity and quality. Potential contaminants are inventoried. The Management Plan will include goals, objectives and a plan of action with evaluation.

The following information was determined in Part I of the plan:

- 750 private wells
- 29 public wells
- 1/3 of the Drinking Water Source Management Area (DWSMA) has septic tanks
- Two spill sites identified near DWSMA: TCAAP and North Oaks Golf Course; both are monitored by the Minnesota Pollution Control Agency (MPCA)

Shoreview has excellent drinking water quality which meets or exceeds federal water quality requirements.

Four goals have been determined:

1. Maintain or improve current level of quality
2. Continue to supply sufficient water quantity

3. Promote activities that protect source water aquifer
4. Collect data to support future wellhead protection efforts.

Nine management areas were identified:

- Well management
- Public education
- Storage tank management
- Septic systems
- Stormwater management
- Hazardous waste management
- Data collection
- Water conservation
- Planning and zoning

The plan details action items for the goals and management areas. Many action items have resources already available. There also are wellhead grant opportunities available.

The Plan was sent to Local Units of Government within the DWSMA on August 20, 2012 for a 60-day review. The second step is to hold this public hearing. Once accepted by the City Council, the Plan is submitted to the Department of Health for final approval.

Mayor Martin opened the public hearing. There were no comments or questions.

MOTION: by Councilmember Quigley, seconded by Councilmember Huffman to close the public hearing at 7:25 p.m.

VOTE: Ayes - 5 Nays - 0

Councilmember Withhart asked how Shoreview's plan protects water flowing from northeast of Shoreview borders. How will septic waste in neighboring communities be cleaned up before getting into Shoreview ground water? **Ms. Zigler** acknowledged that cities have limited control beyond their borders. Collaboration is encouraged and public education tools can be sent to those communities.

Councilmember Withhart noted that Shoreview has some of the highest quality drinking water, which the City seeks to protect. He asked if North Oaks is planning a sanitary sewer system to replace the septic systems before that waste enters the drinking water. Mr. Maloney responded that he is not aware of plans for public infrastructure in North Oaks for a sanitary sewer system. He further explained that Shoreview wells are pulling drinking water from the Jordan Aquifer at a depth of 350 to 450 feet. Any septic system or shallow wells are not in that aquifer, but that does not mean there could not be a connection at some point.

Mayor Martin noted that the wells in North Oaks are much shallower than Shoreview's City wells, and any contamination from septic systems is likely to impact their own personal wells before any type of contamination reaches the Jordan Aquifer.

Councilmember Quigley asked what monitoring system is in place.

More specifically, Councilmember Wickstrom asked what monitoring is done on the septic systems in North Oaks to make sure ground water is not contaminated

Mr. Maloney stated that sewage systems are monitored by the MPCA. Mr. Schwerm stated that City's water is tested at each well on a regular basis. Results are reported to the Minnesota Department of Health. Septic system monitoring is required under state law. He would assume that the septic systems in North Oaks are tested and reported as are the few remaining septic systems in Shoreview.

MOTION: by Councilmember Quigley, seconded by Councilmember Withhart to adopt the Wellhead Protection Plan and direct the Public Works Director to submit the Plan to the Minnesota Department of Health.

ROLL CALL: Ayes: Huffman, Quigley, Wickstrom, Withhart, Martin  
Nays: None

## **GENERAL BUSINESS**

### **CHANGE OF ADDRESS REQUEST - THOMAS AND SITARA HILLS, 685 GRAMSIE ROAD**

#### **Presentation by City Planner Kathleen Nordine**

The request is to change the official street address of 685 Gramsie Road to 1 Waldon Lane. There is a street sign with "Waldon Lane" at the turn off to the Hills' property. A letter was received from Ramsey County asking the official address, as no record of Waldon Lane is in County records. Staff determined that the official address that was assigned when the home was built is 685 Gramsie Road.

The address of 1 Waldon Lane has been used for the property since 1964. No issues with emergency service or delivery have ever occurred according to the current property owners. Staff findings regarding this matter are:

- The property does front on Gramsie Road.
- Waldon Lane does not exist as a publicly dedicated road or approved private road.
- The address is not consistent with the City street numbering system.
- The Lake Johanna Fire Department Fire Chief and Ramsey County Sheriff's Office are not aware of any street named Waldon Lane, which may result in difficulty for emergency providers to find the property.

Staff is recommending that the official address of 685 Gramsie Road be retained. Should the Council decide to change the address, Ordinance No. 900 has been drafted for adoption.

**Mr. Tom Hills** stated that he and his family have used the address of 1 Waldon Lane for the 20 years they have lived at the property. There have been no problems with services or deliveries. Waldon Lane is shown on Google maps. He distributed a handout of information to the Council. The name Waldon is a combination of the original property owners' names, Wally and LaDon Johnson. Mr. Johnson is a well known and respected businessman, and he described a number of Mr. Johnson's accomplishments. He stated that he would like to make Waldon Lane a permanent part of Shoreview's history.

Mayor Martin stated that the emergency dispatch system has changed to a central system in Ramsey County, and dispatchers do not know the area. She stated that her preference would be to leave the sign for the driveway, but the official address should be changed to comply with City regulations. She asked the tax address. **Mr. Hills** stated that until the City identified the property as 685 Gramsie Road recently, his tax statement showed 1 Waldon Lane.

Councilmember Wickstrom expressed her appreciation of the history of the property, but not all computer map systems recognize the address. For public safety sake, she would recommend the official address be 685 Gramsie Road.

Councilmember Withhart agreed that for public safety purposes, the address should be the official City address.

City Attorney Filla stated that the City only has authority to name publicly dedicated streets. This is not a publicly dedicated street. It is a private driveway.

Councilmember Huffman stated that he is comfortable leaving the address as 1 Waldon Lane, as many services do recognize the address. If a phone is tied to an address, emergency services will have that information.

Councilmember Quigley stated that identification with phone lines is often not relevant with the rampant use of cell phones.

**MOTION:** by Councilmember Quigley, seconded by Councilmember Wickstrom to retain 685 Gramsie Road as the official street address for the property owned by Thomas and Sitara Hills, Property Identification Number 26-30-23-11-0053.

**Discussion:**

Councilmember Wickstrom suggested keeping the sign so the name Waldon Lane continues to be associated with the property. She also suggested Mr. Hills contact Jacci Krebsbach of the Shoreview Historical Society, as she is sure there would be interest in the Waldons and the history of this property.

**ROLL CALL:** Ayes: Quigley, Wickstrom, Withhart, Martin  
Nays: Huffman

**SITE AND BUILDING PLAN REVIEW - BUETOW 2 ARCHITECTS/LAKE JOHANNA  
FIRE DEPARTMENT, 3615 VICTORIA STREET (FIRE STATION NO. 4)**

**Presentation by City Planner Kathleen Nordine**

This application is to construct a 725 square foot building addition on the south side of Fire Station No. 4 to provide four sleeping rooms and bath facilities for on-shift firefighters. Interior remodeling is also included in the plan.

The need for sleeping quarters is due to the fact that the Fire Department is implementing a Duty Crew service model for paid on-call firefighters to cover day and evening shifts. Eventually, firefighters will staff Station No. 4 in Shoreview and Station No. 2 in North Oaks 24 hours a day.

The addition will be set back 60 feet from Island Lake Park. The addition will result in the loss of four parking stalls. There will be 21 parking stalls, which are adequate. Roof runoff on the west side of the building will go into a landscaped rock bed and rain garden. Impervious surface coverage of the site is 68%, which is less than the maximum permitted.

Property owners within 350 feet were notified of the proposal. No concerns were received. The Planning Commission reviewed the proposal and recommended approval. Staff is recommending approval subject to the conditions and findings in the staff report.

**MOTION:** by Councilmember Withhart, seconded by Councilmember Wickstrom to approve the Site and Building Permit Review application submitted by Buetow 2 Architects on behalf of Lake Johanna Fire Department for a building addition at Station #4, 3615 N. Victoria Street, subject to the following conditions:

1. The site shall be developed in accordance with the plans submitted. Minor modifications may be made to the plans, subject to approval by the City Planner. Significant changes to the plans require review and approval through the Site and Building Plan review process.
2. Approval of the final drainage, utility, and erosion control plans by the Public Works Director prior to the issuance of a building permit.
3. The Building Official is authorized to issue a building permit for the project, upon satisfaction of the conditions above.

This approval is based on the following findings of fact:

1. The proposed land use is consistent with the designated Institutional land use in the Comprehensive Plan.
2. The building addition and use of the property by the Fire Department will not impede or otherwise conflict with the planned land use of the surrounding property.
3. The building addition will enable the Fire Department to implement their new duty crew service model and improve response times and public safety.

Discussion:

Councilmember Wickstrom noted the issue with water service and asked if that will be resolved. Mr. Maloney stated that the question will be clarified and addressed during construction.

Mayor Martin asked if there is room for future expansion or for a drive around the building. Ms. Nordine stated that the Fire Chief has indicated that this will meet their needs. It was noted that the station already has a drive through design.

ROLL CALL:           Ayes: Wickstrom, Withhart, Huffman, Quigley, Martin  
                              Nays: None

**APPROVAL OF 2013 CURBSIDE RECYCLING BUDGET, CITY RECYCLING FEE  
AND AUTHORIZE SANITARY SEWER ASSET MANAGEMENT SERVICES**

**Presentation by Public Works Director Mark Maloney**

Since 1991, the City has had a Joint Powers Agreement with Ramsey County, so that the County is a collection mechanism for the recycling fee. Spring and Fall Cleanup Days are provided with the fees. The City has annually received a SCORE grant for recycling services, which amounts to approximately \$52,000. Revenue from the program is estimated at \$547,980. Expenses for the program are estimated to be \$504,168.

An increase in the fee from \$40 to \$42.00 per household is requested for funding the increased cost for Fall and Spring Cleanup Days. Also, the contract cost is increasing. The City is working to realize a cash flow that would fund the program an entire year.

Staff's recommendation is to approve the fee increase, the recycling budget and SCORE grant application.

Mr. Schwerm noted that most other plastics, not previously included as part of the recycling program, can now be added into the single sort recycling.

At this time Councilmember Huffman had to leave the meeting.

MOTION:       by Councilmember Wickstrom, seconded by Councilmember Withhart, to adopt resolution No. 12-101 approving the 2013 curb-side recycling budget, City recycling fee, and authorizing request of SCORE funding allocation.

ROLL CALL:           Ayes: Quigley, Wickstrom, Withhart, Martin  
                              Nays: None



**AUTHORIZATION OF PROFESSIONAL SERVICES AGREEMENT WITH REDZONE ROBOTICS SANITARY SEWER ASSET MANAGEMENT SERVICES****Presentation by Public Works Director Mark Maloney**

The 2013 budget includes initiation of a sanitary sewer asset management database. The City has 2100 manholes, 17 lift stations and 116 miles of buried pipe that make up the system. The current projection for replacement costs over the next 30 years is \$15 million. Work projects are based on inspections using video records, reports and backups. Less than 25% of the system has been televised, which means there is not relevant current condition data of the system. There are accurate records and drawings, but most of the infrastructure was built through private development. To continue with televised inspections a few miles at a time, the information will be obsolete by the time the entire system has been completed. The City will not have an entire picture of the whole system. The proposed asset management system will provide better system information for prioritizing projects, reducing sewer backups, supporting redevelopment and assisting in setting rates. It will also reduce I & I and sewer treatment costs, which is a current budget item of \$1.7 million.

Staff has been investigating how to put together an asset management system. RedZone Robotics is known for the data collection, which is integrated into a complete web based management system. It would use the City's existing GIS system for maps.

The proposed agreement with RedZone Robotics would include: 1) robotic data collection and integration; 2) software installation and support; and 3) staff training. The total cost is \$609,695 or \$121,939 per budget year over a period of five years. The proposed operating budget for 2013 anticipates this expenditure. Staff is recommending authorization of the agreement with RedZone Robotics for Sanitary Sewer Asset Management Services.

Mayor Martin stated that this is in keeping with the long-range planning that is done in Shoreview to look ahead and implement programs to keep the City's assets up to date and in good condition.

Councilmember Withhart commended staff on this proactive approach. He asked how this compares in cost with the relining replacement work over the next 10 years. Mr. Maloney stated that the estimated \$15 million over the next 30 years may not be accurate. It is based on past history, not an accurate assessment of the condition of the system.

Councilmember Wickstrom asked if there will be credit from the Metropolitan Council for I & I for this system. Mr. Maloney stated that this system will identify projects that will specifically deal with I & I issues. Also, this one effort on the part of the City will be economy of scale and less expense than the time it would take to continue with the piece meal approach that has been done in the past.

MOTION: by Councilmember Quigley, seconded by Councilmember Wickstrom to authorize a Professional Services Agreement with RedZone Robotics, Inc. for Sanitary Sewer Asset Management Services.

ROLL CALL: Ayes: Quigley, Wickstrom, Withhart, Martin  
Nays: None

**ADJOURNMENT**

MOTION: by Councilmember Withhart, seconded by Councilmember Quigley to adjourn the meeting at 8:45 p.m.

VOTE: Ayes - 5 Nays - 0

Mayor Martin declared the meeting adjourned.

THESE MINUTES APPROVED BY COUNCIL ON THE 3RD DAY OF DECEMBER 2012.

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Terry C. Schwerm  
City Manager